

~~SECRET~~
DRAFT

7 October 1969

Dan:

At present the Agency has a records storage capacity of 106,800
25X1 cubic feet Unfortunately, the volume of Agency records in
storage totals 99,818 cubic feet as of October first. This
crowded condition is complicated by the fact that we are not permitted
to build additional storage facilities and the temporary arrangement we
have with GSA to keep about 20,000 cubic feet of our volume in Suitland
will end in December 1970 because they need that space as desperately
as we.

Compounding the problem is the continuing growth of this records
volume. Last year every component concentrated on a records purge which
netted a volume reduction of only 4,000 cubic feet. But even that was
an improvement because the Agency averaged an annual volume growth of
6,000 cubic feet during the prior ten years. During this fiscal year
we are still managing more disposal than accessions but we don't expect
that condition to continue permanently.

We need storage space to accommodate growth for at least five years
to permit study of other alternatives such as miniaturization systems.

Mr. Bannerman has been examining several possible approaches to
solve this records storage problem as you have gathered from requests to
identify possible storage sites in lieu of construction and for building
renovation cost estimates.

25X1

~~SECRET~~

~~SECRET~~

To simplify the space requirement the overall volume on hand has been analyzed and sub-divided into the following categories which may be co-located or divided for storage:

<u>Category of Stored records</u>	<u>Volume in cu. ft.</u>	<u>1958-68 Avg. Annual growth</u>
<u>Office Inactive Records</u>	64,000	4,000
DCI 2,000		
DDI 15,000		
DDS 21,500		
DDS&T 3,000		
DDP 22,500		
(incl. OSS 5,000)		
<u>Supplemental Distribution</u> (Nov. 1, 1969)	19,000	500
OBGI Reports 11,000	9,000	
OBGI Maps 6,000	5,000	
NPIC Reports 900	800	
CRS Reports 600	600	
DDI PPT Reports 500	300	
DDS&T Reports 400	400	
DDS Regulations 300	300	
DDP Reports 100	100	
DCI Reports 100	100	
<u>Vital Records</u>	9,000	500
NPIC Films 3,000		
OBGI Negatives 3,000		
CRS Reports 1,000		
Other Components 2,000		
<u>Archives</u>	8,000	750
Cataloged 7,500		
In Process 500		
(Potential in Office--Records 20,000)		

The problem has been considered overall, and existing buildings suggested by the Director of Logistics to the DDS identified 25X1

25X1 Other alternatives of space already owned

or controlled by the Agency may yet be considered. If these are not feasible, then rental or purchase might be considered. Motorized

25X1 shelving in the Records Center to increase its capacity by 40,000

cu. ft. is a consideration now in progress, and separate from the ~~build-~~ ^{RENOVATION} ~~ing~~ alternatives.

2
SECRET

~~SECRET~~

At present the following alternatives have been developed as possible solutions or parts of sub-divided solutions:

(A)

25X1

[Redacted]

(B) Return Supplemental Distribution Function to DDI/CRS

Return responsibility to CRS for Day-to-Day
Distribution operation in TOP SECRET Vault
in Room GH-0906, Headquarters 2,000 cu. ft.

25X1

Store the Replenishment Supply of 17,000 cu. ft. in
[Redacted] Headquarters Area.

(C)

25X1

[Redacted]

Some 6,000 cu. ft.

of mapssat Suitland can be located

[Redacted]

25X1

The Map Library personnel could periodically replenish their office supply from this storage two buildings away.

This would reduce the Supplemental Distribution volume from 19,000 to 13,000 cu. ft. and cut its service activity by one-fourth.

The decision on what to do will depend on costs at each location. We need your estimates so we can recommend action to the DDS. The urgency for action is the GSA deadline of December 1970 and the lead-time for A&E Studies, contracting, and renovations. Your assistance in expediting the estimates and new proposals will be appreciated.

25X1

[Redacted]

3

SECRET

Approved For Release 2008/03/05 : CIA-RDP73-00402R000100390015-6

STAT

Page Denied

Approved For Release 2008/03/05 : CIA-RDP73-00402R000100390015-6